



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **DISPATCHER – AIRPORT COMMUNICATIONS**
(Provisional* Appointment)

SALARY: \$37,778 - \$42,544 annually

LOCATION: Monroe County - Greater Rochester International Airport

JOB SUMMARY:

This is a highly responsible position involving the efficient relay of information and dispatch of personnel and equipment used in the protection of life and property, security and non-emergency services for the Monroe County Department of Aviation at the Greater Rochester International Airport. Duties include interacting with various law enforcement agencies at the federal, state and local levels as well as fire rescue and emergency medical services. Employees must exercise precise judgement alertness and responsiveness in emergency situations while adhering to the policies and procedures of the Greater Rochester International Airport and the Transportation Security Administration's (TSA) rules and regulations for airports. The employee reports directly to, and works under the general supervision of a senior-level employee and is given leeway to exercise independent judgement in emergency situations. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus one (1) year paid or volunteer** full-time or its part-time equivalent experience utilizing two-way radio equipment as an emergency services*** dispatcher, or a dispatcher in the military.

**Volunteer experience must be documented by the participating agency and signed by the appointing authority. Employment dates, average number of hours worked per week, and job duties must be included. Documentation must be included with your application.

***Emergency services includes, but is not limited to, firefighting, ambulance, and police organizations.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Title 49 Code of Federal Regulations (CFR) Part 1542, prior to appointment.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

DONNA SCHOTT
GREATER ROCHESTER INTERNATIONAL AIRPORT
ROCHESTER, NEW YORK 14624

Posting Date: December 15, 2021

Posting Deadline: December 29, 2021

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.